Name (I Departm	Rutherford County Tennessee Claim for Travel Expenses (use for overnight/advanced/out-of-state travel)													
Date	Place Left	Time left AM/PM	Place Arrived	Time arrived AM/PM	Transportation					Meals & Incidentals			Other Expenses	
					miles	mileage	airline/ other	taxi or limo	Lodging	Per Diem	Single Meal	(B)( L)( D)	itemized, attach receipts & explain	
I hereby certify to the correctness of each of the above expenses. These expenses were incurred in the performance of official business.			Total								Less	Travel Advance		
												. Due Claimant		
Signature of Claimant		Date		Finance Dept. Use         Receipt No. for refund of Travel Advance       Amt. Due Ruth Co.										
Dept. Approval		_		PLEASE ATTACH AUTHORIZATION FOR OUT-OF STATE TRAVEL										